



# COMMERCIAL DESIGN REVIEW SUBMITTAL CHECKLIST

This application lists the content and format of the submittal requirements to initiate the Design Review process. **An incomplete application will not be accepted.** A meeting with the Design Review Committee and the Planning Commission is part of the design review process.

**ABSOLUTELY NO WORK, INCLUDING TREE REMOVAL, IS TO COMMENCE ON A SITE/LOT UNTIL YOU HAVE RECEIVED APPROVAL FROM THE TOWN PLANNER.**

Applications must be received by Town staff no later two weeks prior to the Planning Commission meeting. The Commission meets on the second and fourth Tuesday of the month.

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Property Address &/or Legal Description: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Applicant (if other than property owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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Applicant's Certification Statement: I, \_\_\_\_\_, as applicant and duly representative of the owner, hereby certify that the information included upon the attached Development Schedule; Site Plan; Road Plan/Profile; Grading and Drainage Plan; Storm Drainage Study; Erosion Control and Revegetation Plan and Report; Utility Plan; Access Plans, Permit and Required Improvements; Landscaping and Revegetation Plan; and Building Plans are true and accurate; and that the development of the site will occur in accordance with the Plan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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### Staff Use Only

Approval Statement: The attached Elevation, Landscape, Site, and Grading Plans have been reviewed by the Town Planner who finds that:

[    ]    Design Review Fee formula: Gross Sq Ft of Project \_\_\_\_\_ X \$.05 = \$ \_\_\_\_\_.

Check Amt. \_\_\_\_\_ Check No. \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Initials \_\_\_\_\_

[    ]    Development Improvements Agreement

[    ]    The Applicant is permitted to proceed to Design Review and Planning and Zoning.

[    ]    Subject to the following conditions, the Applicant is permitted to proceed to Design Review, and Planning and Zoning: \_\_\_\_\_

[    ]    **DENIED**, based upon the following reasons: \_\_\_\_\_

\_\_\_\_\_  
Town Staff

\_\_\_\_\_  
Date

If you have questions, please call the Planning Department at (970)726-8081, ext 2.

The Design Review submittal shall include the following information:

Each applicable submittal requirement must be initialed for a complete application.

APPLICANT      STAFF  
INITIALS      INITIALS

**SUBMITTAL REQUIREMENTS**

I.      **RESIDENTIAL ARCHITECTURAL GUIDELINES AND DESIGN REGULATIONS OR DESIGN REGULATIONS AND GUIDELINES (COMMERCIAL & LARGE PROJECTS):** It is very important that you review the appropriate document when designing your project and PRIOR to submittal to the Town. Please use the following link to find these documents on our website: <http://www.wpgov.com>. Or go to [www.wpgov.com](http://www.wpgov.com) - Departments, Planning, Reports / Guidelines.

II.      **STAFF & COMMITTEE/COMMISSION REVIEW :**

\_\_\_\_\_

- A.      Design Review Committee (reviewed with final plat)
1.      Meetings held as needed.
  2.      Review submittal to include:  
An electronic packet (.PDF) and one paper packet. The paper packet will include one full-sized (24" x 36"), scalable set of drawings (site plan, grading plan, and elevations). All other documentation can be submitted in 8 ½" x 11" format.
    - a.      Cover Letter and Descriptive Content
    - b.      Site Plan
    - c.      Elevations (front, rear, and sides)
    - d.      Grading Plan
    - e.      Drainage Report
    - f.      Landscaping and Revegetation Plan
    - g.      One (1) Color Rendering
    - h.      Building Material Samples (material board see IV)

\_\_\_\_\_

- B.      Planning Commission
1.      Meetings held at 8:00 AM the second and fourth Tuesdays of each month.
  2.      Review submittals to include:  
An electronic packet (.PDF) and one paper packet. The paper packet will include one full-sized (24" x 36"), scalable set of drawings (site plan, grading plan, and elevations). All other documentation can be submitted in 8 ½" x 11" format.  
Any amendments requested by staff or Design Review Committee must be shown on the plans.
    - a.      Cover Letter and Descriptive Content
    - b.      Site Plan
    - c.      Elevations (front, rear, and sides)
    - d.      Grading Plan
    - e.      Drainage Report
    - f.      Landscaping and Revegetation Plan
    - g.      One (1) Color Rendering
    - h.      Building Material Samples (material board see IV)

III.      **COVER LETTER**

\_\_\_\_\_

A.      Name of proposed project, street address, subdivision, and lot number

\_\_\_\_\_

- B.      Name, address, email, and telephone numbers of:
1.      Owner
  2.      Applicant
  3.      Homeowner's Association, if applicable
  4.      Project Manager
  5.      Architect

**APPLICANT  
INITIALS**

**STAFF  
INITIALS**

**SUBMITTAL REQUIREMENTS**

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**III. COVER LETTER (continued):**

- C. Legal description of site
- D. Variances granted (attach signed copy)
- E. Zone district (e.g. C-1, R-C, D-C)
- F. Setback distances:
  - 1. Front
  - 2. Sides
  - 3. Rear
- G. List units and number of bedrooms per unit
- H. Parking:
  - 1. As required by project per zone district
  - 2. As provided by proposed project
- I. Calculated building coverage ratio:
  - 1. Site's total acreage and square feet
  - 2. Building footprint (including overhangs & decks) square footage (list by structure)
  - 3. Drives, sidewalks, and parking areas square footage (list by area)
- J. Calculated building height
- K. Describe exterior building color and material:
  - 1. Foundation
  - 2. Siding
  - 3. Window/door trim
  - 4. Roof
  - 5. Glass type
  - 6. Rock/Masonry
  - 7. Exterior lighting plan; refer to the Residential Architectural Guidelines and Design Regulations, Guideline 6. Please use the following link to find these documents on our website: <http://www.wpgov.com>. Or go to [www.wpgov.com](http://www.wpgov.com) - Departments, Planning, Reports / Guidelines.
  - 8. If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and windows
- L. Project schedule  
Project schedule shall consist of projected dates for the beginning and completion of a project and major milestones for the project. If the project is a multi-building project and is proposed to be constructed in stages or phases, each stage shall have its own development schedule.

**IV. MATERIAL BOARD: Provide samples on a board or one page of photos.**

- 1. Foundation
- 2. Siding
- 3. Window/door trim
- 4. Roof
- 5. Glass type
- 6. Rock/Masonry
- 7. Exterior lighting plan
- 8. If necessary, a manufacturer's statement regarding the reflective nature of the roof, flashing, and windows

**V. TITLE COMMITMENT: Not more than six (6) months old.**



\_\_\_\_\_ \_\_\_\_\_

**X. STORM DRAINAGE STUDY:**

A Storm Drainage Study prepared in accordance with Chapter 6 of the *Standards and Specifications for Design and Construction*. <http://www.wpgov.com>. Or go to [www.wpgov.com](http://www.wpgov.com) - Departments, Planning, Standards and Specifications for Design and Construction.

\_\_\_\_\_ \_\_\_\_\_

**XI. EROSION CONTROL AND REVEGETATION PLAN AND REPORT:**

An Erosion Control and Revegetation Plan and Report prepared in accordance with Chapter 7 of the *Standards and Specifications for Design and Construction*. <http://www.wpgov.com>. Or go to [www.wpgov.com](http://www.wpgov.com) - Departments, Planning, Standards and Specifications for Design and Construction.

\_\_\_\_\_ \_\_\_\_\_

**XII. ACCESS PLANS, PERMITS, AND REQUIRED IMPROVEMENTS:**

A. State Highway  
Projects along or near U. S. Highway 40 will need to obtain an access permit from the Colorado Department of Transportation (CDOT). CDOT will make all decisions regarding ingress and egress from U. S. Highway 40 when land uses adjacent to or near the Highway are proposed to be changed. The Planning and Zoning Commission will not review a project until an access permit has been obtained from CDOT.

\_\_\_\_\_ \_\_\_\_\_

B. Town Streets  
The Town will notify each applicant of the street improvements required as well as right-of-way needed through and adjacent to each proposed project. These improvements and possible right-of-way dedications shall, in most cases, be the financial responsibility of the property owner/developer. The Town will use the Town's Master Street Plan, the Zoning Ordinance, and Standards & Specifications for Design & Construction Chapter 3 when reviewing projects . . . <http://www.wpgov.com>. Or go to [www.wpgov.com](http://www.wpgov.com) - Departments, Planning, Standards and Specifications for Design and Construction..Traffic flow and safety are major concerns of the Town.

\_\_\_\_\_ \_\_\_\_\_

C. Access  
In accordance with the Downtown Improvements Plan, access points (curb cuts), along U. S. Highway 40 serving Private Property should be minimized as much as possible. When feasible, private properties should be accessed from streets other than U. S. Highway 40. When this is not possible, accesses should be combined or shared with adjoining properties to minimize the number of curb cuts provided along U. S. Highway 40. CDOT and the Town will carefully review all proposed highway and street access locations that serve a development project.

\_\_\_\_\_ \_\_\_\_\_

**XIII. LANDSCAPING AND REVEGETATION PLAN (separate drawing):**

A separate landscape plan will be submitted for review following the requirements in the *Landscape Design Regulations and Guidelines*. <http://www.wpgov.com>. Or go to [www.wpgov.com](http://www.wpgov.com) - Departments, Planning, Reports / Guidelines.

- \_\_\_\_\_ \_\_\_\_\_
- A. Indicate appropriate Landscape Transition Zones (LTZs) per zone district.
1. Front LTZ
  2. Rear LTZ
  3. Side LTZs (each side)

**XIV. STREET ADDRESS PLAN (Separate Sheet):**

Additional site map indicating new street name(s) and street address numbering plan. Final addressing plan to be submitted upon Building Official approval as follows: 14" x 18" black line Mylar(s) with approved addresses for each unit as required. All annexations or subdivisions receiving new addresses shall also be forwarded by Town staff to Grand County for 911 addressing and county maps. Consult Town Planner for further details.

**XV. BEAR PROOF TRASH RECEPTACLES:** The Town request that homeowners utilize bear proof trash to protect bears, humans and their pets.

*Example of a Material Board*



1



4



5



2



6



7



3

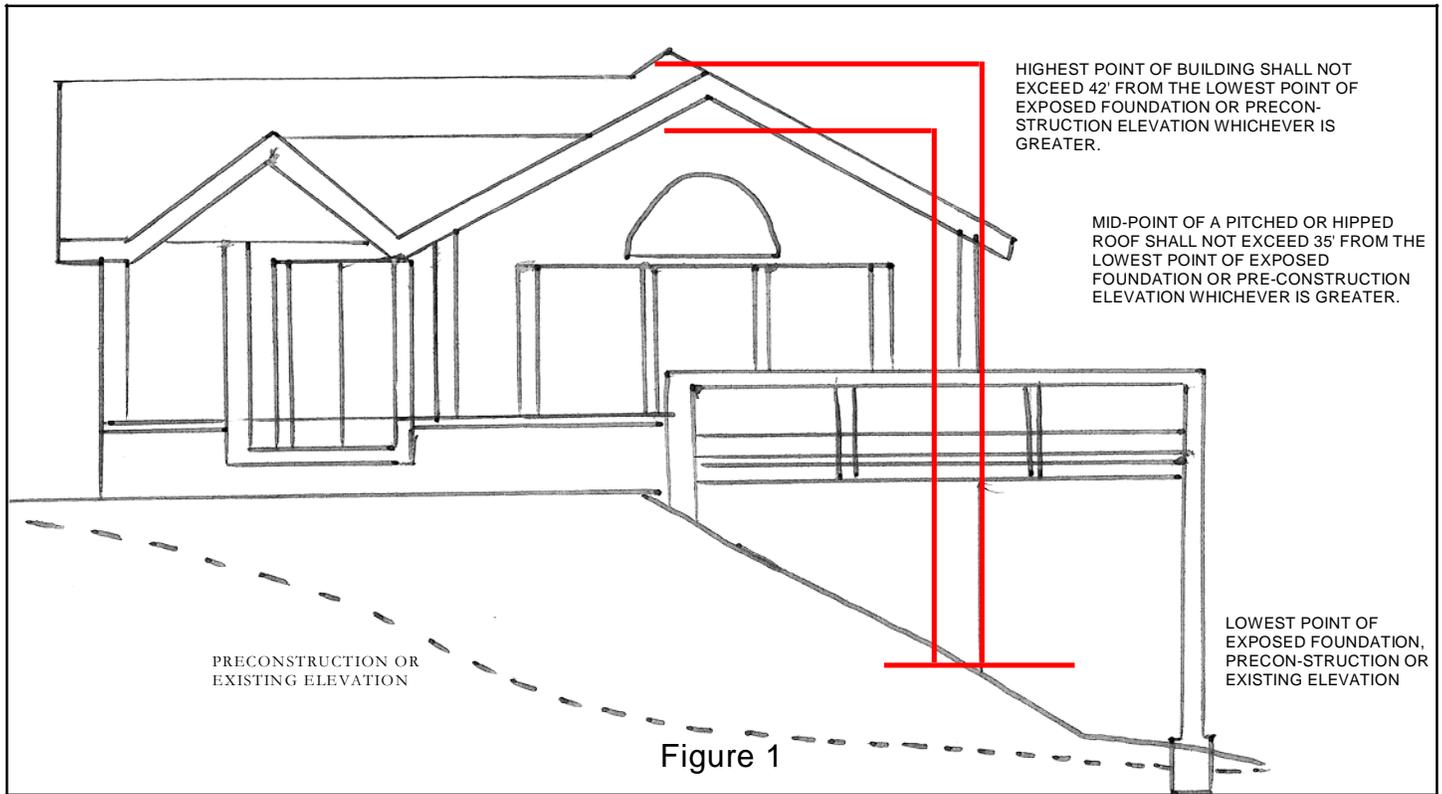


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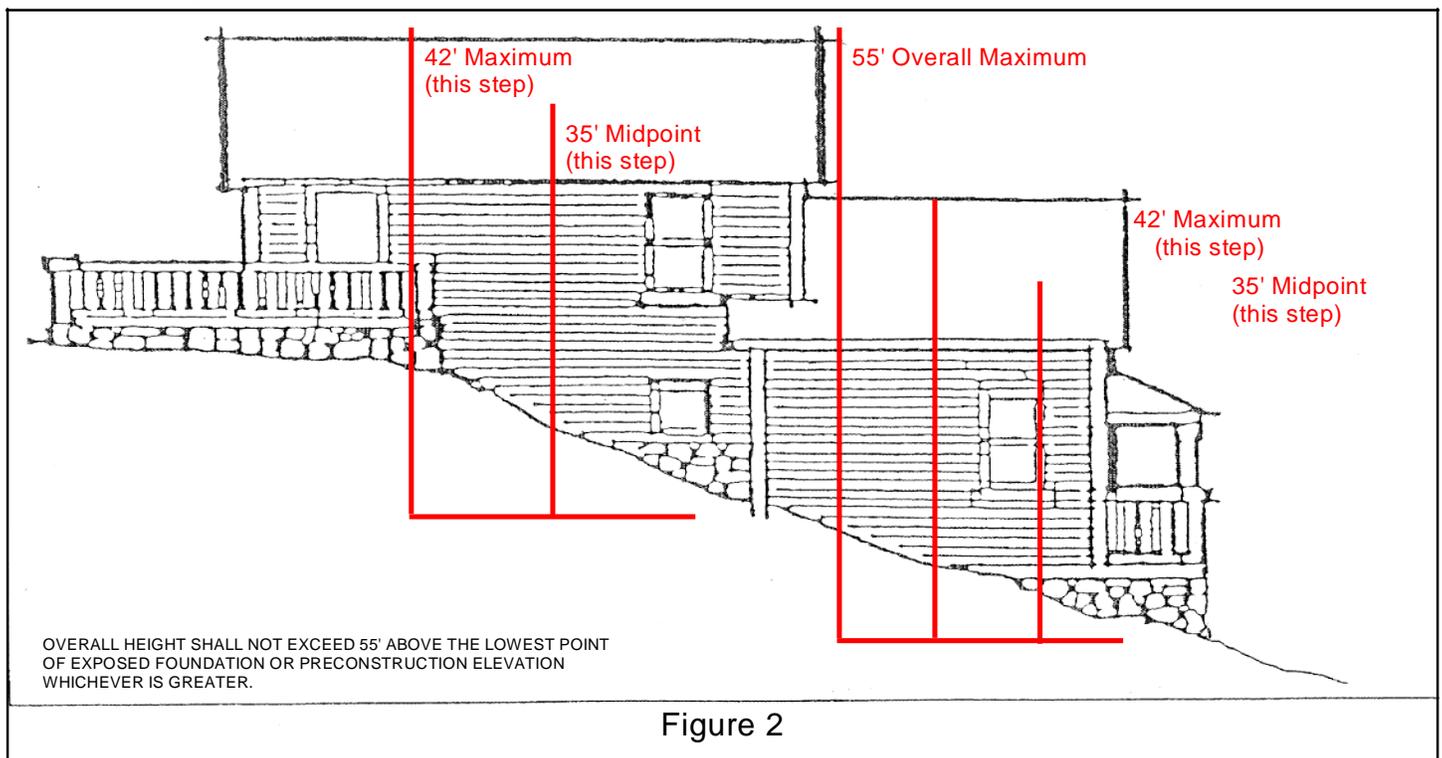
1. Existing horizontal cedar lap siding with natural colored stain. All new log accents and details to match existing.
2. Existing exterior cementitious siding stone siding.
3. Existing siding and trim details to remain the same for the addition. All colors for the new addition exterior will match existing.
4. Existing vertical board and batten siding detail in some gable ends. All new details to match existing.
5. Naturally rusting cold rolled steel corrugated metal roofing accents to be a minimum of 18 ga. Substitution shall be approved in writing by Architect.
6. Existing asphalt roofing. New roofing to match existing in color and style.
7. Existing aluminum clad windows. New windows to match existing in style, color and manufacturer.
8. World Imports Dark Sky Revere Collection Wall-Mount Outdoor Bronze Lantern in 10" diameter.

EXAMPLE OF A MATERIAL BOARD

It is the responsibility of the property owner to design a structure that will fit the natural or existing contours of a site. No excessive fill or excavation will be permitted to create an exaggerated building site to enhance view corridors, etc. When calculating building height in residential zone districts applicants must adhere to the following principles: A building with a pitched or hipped roof shall not exceed thirty-five feet (35') when measured to the mid-point of the pitched or hipped roof. The highest point of a pitched or hipped roof shall not exceed forty-two feet (42'). (Refer to Figure 1.)



On sloped building sites, structures should step-up the hillside. The overall height of a terraced or stepped structure shall not exceed fifty-five feet (55') measured from the elevation of the lowest point of an exposed foundation at finished grade to the highest point of a roof elevation. (Refer to Figure 2.)





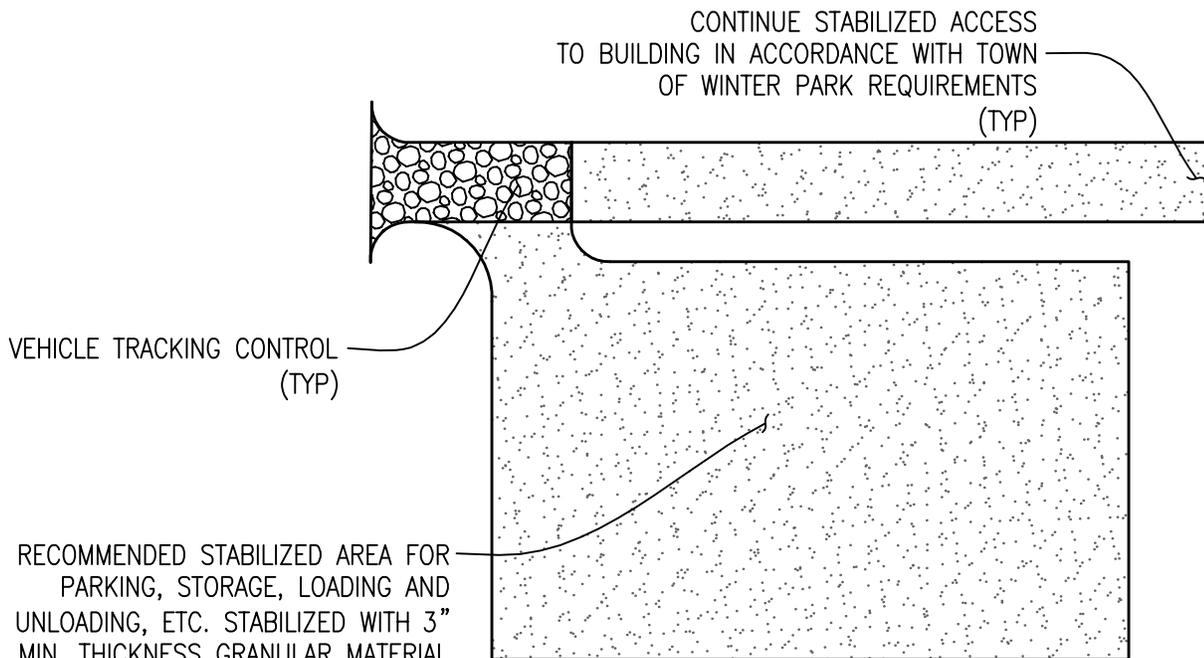
# Pre-Disturbance Inspection Requirements

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After approval of the site plan by the Planning Commission, the applicant is permitted to move forward with tree removal as necessary within the building envelope. No further site disturbance including stump removal is permitted until the following list is completed and inspected by the Planning Department.

- 1) Erosion Control – Erosion control features, including silt fencing, straw waddles and other BMP's must be installed per approved site plan.
- 2) Stabilized Driveway Construction Entrance – Must be installed in conformance with Figure 10 of the Standards and Specifications for Design and Construction. The entrance must be maintained throughout the construction period. If the entrance is not maintained, the Building Department will suspend inspections until it is repaired in accordance with the Standards.
- 3) Limit of Disturbance – Must be delineated with four foot (4') tall orange construction fencing, roping with flags attached or other acceptable means that will protect the natural features and vegetation beyond the limit of disturbance.
- 4) Soil Stockpile Area – The soil stockpile area shall be identified with a wood stake and labeled as such.
- 5) Concrete Washout Area – The area where the concrete washout will be constructed shall be signed for easy identification. Prior to footing inspection, the washout area shall be constructed.
- 6) Trees to be Protected – Trees that will remain within the limit of disturbance shall be protected with construction fencing, roping with flags attached or other acceptable means.
- 7) Property Corners – Property corners must be staked with wooden stakes and flagging or other acceptable means for easy identification.

The Planning Department conducts the pre-disturbance site inspection. Call 970-726-8081 ext. 2 or email [jevans@wpgov.com](mailto:jevans@wpgov.com) to schedule an inspection.



PLAN

### INSTALLATION NOTES

1. CONTRACTOR MAY MODIFY LOCATION AND SIZE OF CONSTRUCTION STABILIZED AREA BASED ON FIELD CONDITIONS.
2. CONSTRUCTION STABILIZED ACCESS AREA SHALL BE LARGE ENOUGH TO FULLY CONTAIN PARKING, STORAGE, AND UNLOADING AND LOADING OPERATIONS.
3. AREA SHALL BE STABILIZED PRIOR TO ANY OTHER MAJOR OPERATIONS ON THE SITE.
4. THE CONSTRUCTION STABILIZED AREA SHALL CONSIST OF A MINIMUM OF 3" OF GRANULAR MATERIAL.

### MAINTENANCE NOTES

1. THE CONTRACTOR SHALL INSPECT THE STABILIZED ACCESS AREA WEEKLY, DURING AND AFTER ANY STORM EVENT AND MAKE REPAIRS OR CLEAN OUT UPSTREAM SEDIMENT AS NECESSARY.
2. THE CONTRACTOR SHALL PROVIDE ADDITIONAL THICKNESS OF GRANULAR MATERIAL IF ANY RUTTING OCCURS OR UNDERLYING SUBGRADE BECOMES EXPOSED.
3. STABILIZED STAGING AREA SHALL BE ENLARGED IF NECESSARY TO CONTAIN PARKING, STORAGE, AND UNLOADING AND LOADING OPERATIONS.
4. ANY ACCUMULATED DIRT OR MUD SHALL BE REMOVED FROM THE SURFACE OF THE STABILIZED STAGING AREA.
5. THE STABILIZED STAGING AREA SHALL BE REMOVED AND REVEGETATED OR INCORPORATED INTO THE FINAL DRIVEWAY DESIGN AT THE END OF CONSTRUCTION.

## Construction Stabilized Access

**Town Of Winter Park**  
 Standard Details Fig 10 May 2012

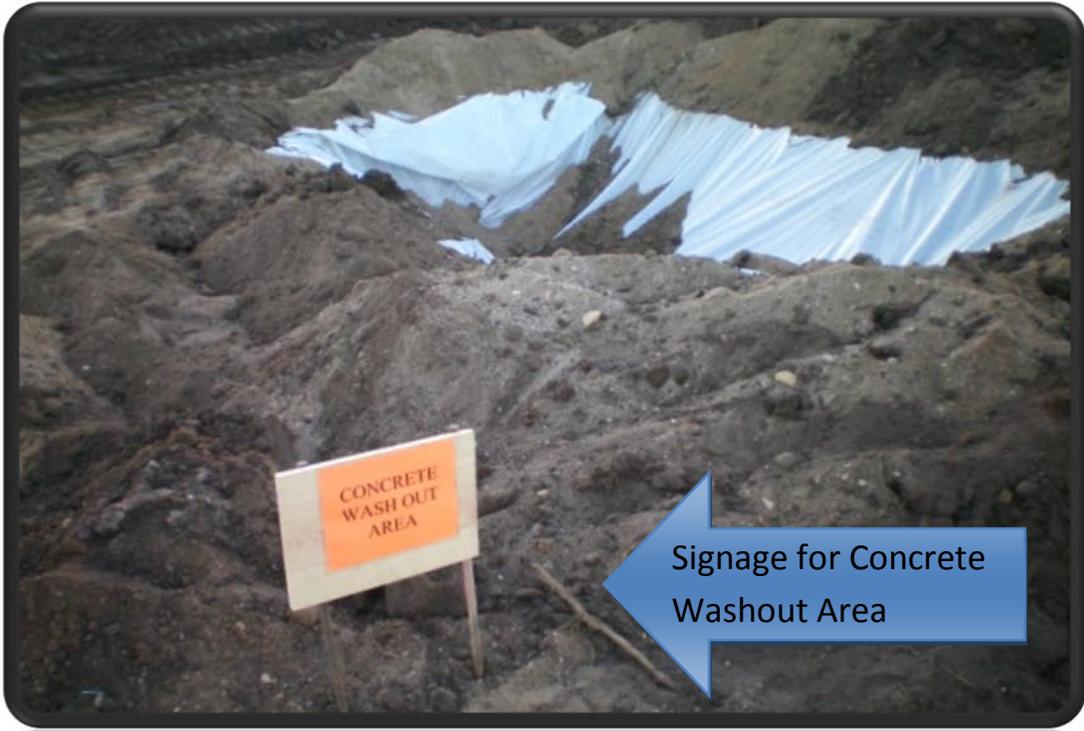




Limit of Disturbance  
Properly Delineated



Stabilized Driveway  
Construction Entrance



Signage for Concrete Washout Area

